



DILG - REGION XII
 RELEASED
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 BY: *[Signature]*

Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Region XIII (CARAGA REGION)

**NOTICE OF VACANT POSITIONS
 JULY 26, 2016**

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT – REGION XIII (CARAGA), Butuan City** announces the following vacant positions:

Position	No. of Person's Needed	Salary Grade (Monthly)	Station	Status of Employment	Qualification Standards			
					Education	Experience	Eligibility	Skills
1. DRIVER MECHANIC	• ONE (1)	• Php 400.00 per day	• Regional Office	• Contract of Service	• High School Graduate / College Graduate	• 2 years experience in driving • 2 years experience as driver mechanic	• Driver's License & NC II	• Demonstrated ability to drive any 4 wheel vehicles • Highly skilled in maintaining and cleaning interior and exterior of vehicle • Profound ability to read the route maps and familiar with all traffic laws and regulations
2. DRIVER	• TWO (2)	• Php 300.00 per day	• Surigao del Sur • Surigao City	• Contract of Service	• High School Graduate / College Graduate	• 1 year experience in driving	• Driver's License	• Hands-on experience in performing general maintenance work on all types of vehicles

								<ul style="list-style-type: none"> • In depth knowledge of different parts of vehicles and their functioning • Knowledgeable in troubleshooting acumen in the event of a vehicle's breakdown • Able to follow employer's instructions precisely on specified routes • Able to abide office rules and regulations
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Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below on or before August 3, 2016.

1. Application Letter
2. Fully accomplished Personal Data Sheet with recent 2x2 picture
3. Photocopy of Transcript of Records (TOR)
4. Photocopy of Eligibility / NC II
5. Photocopy of Driver's License

Send to:

LILIBETH A. FAMACION, CESO III
Regional Director
DILG Region XIII (Caraga)
Km. 4, Libertad, Butuan City

Prepared:


MARIE JOY S. LUENGAS
AO V / HRMO III

Certified Correct:


DONALD A. SERONAY
OIC- Asst. Regional Director /
Chairman, RPSB

Approved:


LILIBETH A. FAMACION, CESO III
Regional Director